**Evaluation Form: Provider**

Paid and Non-Paid Internships

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|  | **Yes** | **No** | **Notes** |
| **Preparation** |
| I was able to find internship opportunities that matched student(s) interests |  |  |  |
| Student(s) had ample resources to develop their resume, cover letter, or one-page profile |  |  |  |
| Student(s) were prepared for the application and interview process |  |  |  |
| Student(s) received internship offers at the opportunities I matched them with |  |  |  |
| **Delivery** |
| Student(s) were prepared for starting work at their internship and knew what to expect |  |  |  |
| I maintained contact with the site supervisor to check in about student(s) progress |  |  |  |
| Internship site was responsive in their communication with me and giving student(s) accommodations |  |  |  |
| Periodic student check-ins were useful and provided me with information about how the internship was going |  |  |  |
| **Conclusion** |
| Internship site facilitated an exit interview that provided student with useful information |  |  |  |
| Student and employee filled out evaluation forms |  |  |  |
| I would consider this job site for a student in the future |  |  |  |

Use this form to evaluate the internship experience from the provider’s perspective.

**Additional Notes**

Action steps for Students

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Action steps for Provider

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Action steps for Supervisor

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